



**Affordable and
Special Needs Housing (ASNH) Program
Application Instructions**

Funding Year July 1, 2015 to June 30, 2016

Submission Dates:

November 30, 2015

May 31, 2016

PLEASE DIRECT ANY QUESTIONS TO:

KEVIN HOBBS AT (804) 371-7120 (kevin.hobbs@dhcd.virginia.gov) OR
NANCY PALMER AT (804) 371-7102 (nancy.palmer@dhcd.virginia.gov)

Application Submission

Affordable and Special Needs Housing (ASNH) applications must be submitted through DHCD's **Centralized Application and Management System** (CAMS). Applicants should carefully follow all instructions for submission. Applications submitted with incorrect or missing information will be reviewed 'as is.'

An applicant organization must have a registered CAMS organizational profile in order to apply for ASNH funding. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager. **Please note, that the application must be submitted by the primary partner in the project not the project Limited Liability Corporation (L.L.C.).** The applicant is the entity responsible for long-term operations and compliance. Applications will not be accepted from the project legal entity or limited liability corporation. Please contact DHCD if you have any questions.

Applicants may submit applications at any time prior to the deadline. DHCD will only review applications submitted prior to the deadline.

CAMS will send the applicant an email notification when an application has been submitted and received.

Project Information

The applicant must login to CAMS and select the HOME Affordable and Special Needs Housing (ASNH) program and apply. When the applicant clicks on Apply the system will ask for a Project Name. Please be careful to enter a project name that will help DHCD identify your project. The name of the apartment complex or the street where the project is located would be appropriate project names. Once the applicant hits Continue the project name cannot be edited. At this point CAMS will give the application a system-generated Application ID number.

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DHCD CAMS Portal - Windows Internet Explorer provided by Virginia IT Partnership

http://10.192.101.140/CAMSPortal/Applications/AppApply.aspx

File Edit View Favorites Tools Help

★ Favorites ★ Free Hotmail ★ Get more Add-ons

DHCD CAMS Portal

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Profile Search Programs Downloads Apply Application Status View And Manage Projects User Guide

Apply Application

Find a Program: emergency solutions grant Go

1 Results

ESG - rapid re-housing

jfklda fjkd afjkdla fjkdla fjkdla fjkdla fjdljfdk.

The program has no applicat

Application Start Date: 7/1/20

Eligible Organization Type: De

Eligible Activity Type: Economic Development, Homeless Service

Application ID: 30408142012132743

Project Name:

Continue Cancel

Page 1 of 1

Done

Local intranet 100%

Start Inbox - Microsoft ... DHCD, Test01 (D ... Tate, Luke (DHC ... ASNH_application ... DHCD CAMS P ... 1:27 PM

Select Continue and CAMS will take the applicant to the Project Information tab. On the project information tab the Organization Name will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the Project Primary Contact information. This is the name of the individual DHCD should contact with questions about the project and their contact information.

Place of Primary Performance is where that project will be located. For example if the proposed project is rehabilitation of an existing building, enter the address of the building. If the project is new construction, include the street name. The Primary Service Area are the localities (one or more) that the project is intended to target.

Please note that at this point the page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.

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Application Submission [Print](#)

Application ID: 34305292012094938 Project Name: HPP Test kld 5/29 Program Name: HPP
Application Start Date: 05/01/2012 Application End Date: 07/31/2012

Project Information **Project Budget** **Narrative Information** **Attachments** **Additional Information**

Project Information You must click the "Save" button below to save the info you enter in the page!

Organization Name*:

Project Primary Contact ?

First Name*: Last Name*:
Title*: Email*:
Work Phone*: - -

Place of Primary Performance ?

Address*: Zip Code*: - [Whats my +4?](#)
City/County*:

Primary Service Area * ?

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#) City: [Add/Edit City](#) Town: [Add/Edit Town](#)
No County Selected. No City Selected. No Town Selected.

[Save](#)

[Contact Us](#) | [FAQ](#) | [DHCD Site](#)
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Project Budget

The next tab Project Budget requires some basic budget information. Please note for the ASNH program this information corresponds to the requested amount and project type. Please enter the amount of ASNH funds in the DHCD Request box and the remaining development costs in the Other Funding text box. Also note that an ASNH project **must** be only one type. The project and the corresponding information on this page must be either new construction rental or **ONE** of the other project types. DHCD will **not** fund projects that are multiple project types. If the intent is for multiple project types then the applicant must submit multiple applications. The applicant will be required to submit a full development budget (underwriting template) as an attachment to the application.

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Application Submission [Print](#)

Application ID: 39008142012140601 Project Name: ASNH Test Program Name: ASNH
Application Start Date: 08/01/2012 Application End Date: 09/30/2012

Project Information **Project Budget** **Additional Information**

Project Budget Information You must click the "Save" button below to save the info you enter in the page!

Please enter your Total Request: \$

| Cost/Activity Category | | DHCD Request | Other Funding | Total |
|--------------------------------|--|---------------|---------------|---------------|
| + New Construction (Rental) | Add Delete | \$0.00 | \$0.00 | \$0.00 |
| + New Construction (Homebuyer) | Add Delete | \$0.00 | \$0.00 | \$0.00 |
| + Rehabilitation (Rental) | Add Delete | \$0.00 | \$0.00 | \$0.00 |
| + Rehabilitation (Homebuyer) | Add Delete | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | | \$0.00 | \$0.00 | \$0.00 |

Budget Narrative:

[Save](#)

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Narrative Information

The next tab Narrative Information requires the applicant to select either “rental” or “homebuyer.” While most of the questions apply to both types of projects there are some questions specific to the project type. These questions will display in CAMS based on the project type selection.

HOME Affordable and Special Needs Housing Application Instructions
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The screenshot displays the Virginia Department of Housing and Community Development (DHCD) application interface. At the top, the DHCD logo is on the left, and navigation links for 'Project Management', 'Admin Management', and 'Glossary' are on the right. Below the header, there are three tabs: 'Project Information', 'Narrative Information' (which is highlighted), and 'Additional Information'. Under the 'Narrative Information' tab, there is a section titled 'Select a Project Type:' followed by two radio buttons labeled 'Rental' and 'Homebuyer', and a 'Go' button. The bottom of the window shows a footer with 'Copyright ©2012 DHCD' and a taskbar at the very bottom with a 'Done' button and a 'Local intranet' link.

Once the project type has been selected the applicant hits Go. The applicant will then be advanced to the narrative questions. Please note there are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. The narrative questions are attached as an appendix to these instructions for the applicant's reference. Once the narrative information is complete applicants should print the questions by clicking the Print tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

Please note that CAMS text box in this section will only accommodate text responses. Text response should exclude formatting (i.e., bold, bullets, etc...) outside of what is can be inserted within the CAMS narrative text box. Graphic, tables, charts will appear as text only. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.

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Select a Program: HOME 2014 - 2015 and Subprogram: Affordable and Special Needs Housing 2014-15 (First Quarter) To Subprogram

Project and Budget Info Narrative Information Attachments

Enter Additional Questions:

Select a Project Type: ☒ Generic ☐ Rental ☐ Homebuyer

Reset Add

Project Information Project Budget Narrative Information Attachments Additional Information

Select a Project Type: ☒ Rental ☐ Homebuyer Go

Please answer following questions:

Please provide a brief description of the project:

Please describe the local need this project will address:

Does this project require a local match? If yes, please note the source and current status of commitment. Please see application instructions for match requirements. Also note documentation of match source is required.

Explain how the project will blend with the surrounding community. (All applications must include the Site and Neighborhood Standards Review as an attachment to this application. This form must be completed and signed by the local government official):

Describe the applicant's relationship to the limited partnership and/or partnership member:

Please list the key partners on this project:

The applicant must be the primary partner in the project that will be responsible for long-term operations and compliance. Describe the specific role the applicant will have in project development through the compliance period (if partners are involved please describe their role):

Describe the applicant's development experience with this type of project:

If the applicant has other projects currently in development, list and provide the status of these projects:

Next Preview Save

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Done Local intranet | Protected Mode: Off 100%

Attachments

There are a number of attachments required for the ASNH application. Some of these attachments require the use of a DHCD-provided template. The underwriting templates and the Uniform Relocation forms are examples where the applicant will be required to download templates, complete, and upload the completed templates. All attachments are listed on the attachment tab. The attachments with required templates have a link next to the name of the attachment and instructions to download.

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Some attachments do not require DHCD templates. Site control documentation and match source documentation are examples of attachments where the applicant will not be required to download and complete a DHCD template. In these cases the applicant would simply upload an electronic version of the document under the appropriate attachment. One copy of the Architectural drawings and site plans should be mailed to:

Kevin Hobbs, Housing Program Administrator
DHCD
600 E. Main St., Suite 300
Richmond, VA 23219

Required ASNH application attachments include the following:

| ASNH Application Attachments | |
|---|---|
| <i>Name of Attachment</i> | <i>Requirement</i> |
| <u>Application Packet</u> | DHCD template; required for all projects |
| <u>Project Timeline</u> | DHCD template; required for all projects |
| <u>Zoning Certification</u> | DHCD template; required for all projects |
| <u>Environmental Checklist</u> | DHCD template; required for all projects |
| <u>Uniform Relocation Form</u> | DHCD template; required for all projects |
| <u>Rental Underwriting Template</u> | DHCD template; required for all rental projects |
| <u>Homebuyer Underwriting Template</u> | DHCD template; required for all homebuyer projects |
| <u>Affirmative Marketing Plan</u> | DHCD template; required for all projects |
| <u>Site and Neighborhood Standards Review</u> | DHCD template; required for all projects; requires local government review |
| <u>Property Status Documentation</u> | Applicant documentation to include map/directions; legal description; topography; utility documentation; and documentation that the project is a part of a larger revitalization project (if applicable) –required for all projects |
| <u>Market Study</u> | Applicant document; required for all projects |
| <u>Resource Documentation</u> | Applicant documentation to include funding commitments, match documentation; documentation of other |

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| | |
|-----------------------------|---|
| | HOME funds including contact information; documentation of rent assistance or service agreements; documentation of any other key partnership related to the project –required for all projects; and resume of the key principals that will be responsible for performing the development work |
| <u>Applicant Financials</u> | All projects –current and prior year organizational (applicant) budgets to include revenue sources and expenses |
| <u>Sample Lease</u> | Required for all rental projects |
| <u>Optional Attachments</u> | Applicant additional attachments –this may include supplemental materials. Attachments should be label to reflect the content. |

In some cases CAMS will provide for only one attachment, such as Resource Documentation. This will require that the applicant save multiple sources of documentation as one document to upload.

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Select a Program: HOME 2014 - 2015 and Subprogram: Affordable and Special Needs Housing 2014-15 (First Quarter) To Subprogram

Project and Budget Info Narrative Information Attachments

Enter Additional Questions:

Select a Project Type: ☒ Generic ☐ Rental ☐ Homebuyer

Reset Add

Project Information Project Budget Narrative Information Attachments Additional Information

According to the program requirement, you must submit/upload following required documents:

UPLOAD ATTACHMENTS INSTRUCTION:
*These attachments require applicant documents (not DHCD templates). In some cases, it will require that the applicant scan or combine individuals documents into one document to be uploaded as an attachment in CAMS. The ASNH Application instruction document specifies what items should be included in these attachments. Please see the CAMS User Guide for more information about file types and requirements.

Applicant Packet
(to get the template file by clicking [HERE](#)) Browse...

Project Timeline
(to get the template file by clicking [HERE](#)) Browse...

Zoning Certification
(to get the template file by clicking [HERE](#)) Browse...

Environmental Checklist
(to get the template file by clicking [HERE](#)) Browse...

Uniform Relocation Form
(to get the template file by clicking [HERE](#)) Browse...

Rental Underwriting Template
(to get the template file by clicking [HERE](#)) Browse...

Homebuyer Underwriting Template
(to get the template file by clicking [HERE](#)) Browse...

Please describe the applicant's relationship to the limited partnership and/or partnership member:
Please list the key partners on this project:
The applicant must be the primary partner in the project that will be responsible for long-term operations and compliance. Describe the specific role the applicant will have in project development through the compliance period (if partners are involved please describe their role):
Describe the applicant's development experience with this type of project:
If the applicant has other projects currently in development, list and provide the status of these projects:

Next Preview Save

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Additional Information

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.

CHDO (Community Housing Development Organization) Status Documentation

The ASNH program gives scoring preference to CHDO, qualified nonprofit housing developers, projects.

DHCD must confirm at application that the CHDO meets CHDO organizational and mission qualifications. These include:

- Nonprofit status
- Primary mission provision of affordable housing
- Board composition meets HUD requirements
- Independence in decision making authority

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- Community based organization

CHDOs with existing ASNH projects must confirm at any subsequent ASNH application that the CHDO continues to meet these organizational and mission requirements. Documentation of CHDO compliance must be uploaded and maintained in CAMS.

Please note, CHDOs receive funding preference for the ASNH program. Any organization that meets the CHDO requirements may apply for this status by uploading documentation of organizational and mission requirements in CAMS. Please see [***CHDO Survival Kit***](#) and [***CHDO Capacity Self-Assessment Tool***](#) for more details or contact Luke Tate at (804) 225 – 3128 or luke.tate@dhcd.virginia.gov.

CHDO requirements must be met at the time of fund commitment, for the duration of the development phase, and through the long-term compliance period for CHDO's in the role of project/property owner. Please see ***CHDO Survival Kit*** and ***CHDO Capacity Self-Assessment Tool*** for more details.

To upload CHDO documentation login to CAMS and access "Documentation." CHDO documentation should be uploaded as one file and titled as "CHDO Documentation".

| Contract # | Program Name | Start Date | End Date | Project Location |
|----------------|---|------------|------------|--------------------------------------|
| | Down Payment Assistance | 6/1/2014 | 7/31/2014 | 600 E. Main St., Suite 300, Richmond |
| 15-EHARP-00 | FY 15 Emergency Home and Accessibility Repair Program | 7/1/2014 | 5/31/2015 | 600 E. Main St., Suite 300, Richmond |
| Test 7/17/2014 | Emergency Solutions Grant 2013-14 | 7/1/2014 | 7/31/2014 | 600 E. Main St., Suite 300, Richmond |
| test | Homeless Solutions Grant 2013-14 | 7/1/2013 | 6/30/2014 | 123 Anywhere Street, Henrico |
| test | HPP 2013-14 | 7/1/2013 | 6/30/2014 | 123 Anywhere Lane, Henrico |
| | Virginia Homeless Solutions Program Application 2014 - 2016 | 7/1/2014 | 6/30/2016 | 600 E. Main Street, Richmond |
| | Emergency Solutions Grant Second Stage | 11/1/2012 | 11/30/2013 | 600 East Main ST., Richmond |
| VHSP - 1011 | Virginia Homeless Solutions Program 2014 - 2015 | 7/1/2014 | 6/30/2015 | 600 East Main Street, Richmond |

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Helpful Hints

- Internet Explorer 8 or Chrome are the recommended browsers.
- All fields require a response. Enter N/A if the question does not apply.
- Use PRINT to create a PDF to review/share.
- Save often. Use Save this Tab before moving to another section.

Application Status

Applicants may allow multiple users to edit and review application materials. Please note that applicants are fully responsible for controlling security access to CAMS when the application is submitted to DHCD.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. Once the application is submitted the status will change from Incomplete to Pending.

DHCD Review Process

Applicants with unresolved findings from previous DHCD monitoring, audit findings or other compliance issues will not be eligible for a funding commitment.

DHCD conducts panel reviews of all applications submitted by eligible applicants through CAMS.



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Applications that score below 60 points out of a possible 100 will not be considered for funding. Scoring criteria are as follows:

- Need – 40 points
- Feasibility – 30 points
- Capacity – 30 points

Applications selected through this review process receive notification that the project has met the preliminary qualification threshold. This notification allows a project 12 months from the date of the notification to meet program requirements, including meeting underwriting standards and environmental review. These requirements must be met in order to enter into a HOME program agreement. Home program agreements expire two years from the date of execution. An executed HOME program agreement is a prerequisite for a legal loan commitment. Loan commitment expires 12 months from execution. HOME program agreements and loan commitments will not be issued until all contingencies and program requirements are met.

Please note that applications that fail to meet the initial threshold for preliminary qualification may request feedback on the application and may reapply in any subsequent quarter. In order to reapply an application must be resubmitted in CAMS.

DHCD HOME Program Regulatory Requirements

The source of funding for the ASNH program is federal HUD HOME Investment Partnerships Program funds. These funds have federal regulatory requirements that must be met in the case of any HOME fund investment in a project. These regulatory requirements apply to all projects funded through this application process. These regulatory requirements include but are not limited to:

- Required affordability periods (DHCD HOME projects will have 15 or 20 year affordability periods, depending on type of project)
- Low and very low income targeting
- Property standards
- Periodic property inspections
- Annual rent and occupancy reporting
- Affirmative marketing and fair housing
- Limits on HOME subsidies
- Limits on rents
- 504 Accessibility requirements
- Lead Safe provisions
- Universal Relocation Act
- Davis Bacon and Section 3 (labor standards)
- Environmental reviews

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An environmental review is required before DHCD can release any HOME Program funding and therefore it is essential that developers **do not proceed** with any activity (e.g., acquisition, rehabilitation, demolition, construction, etc.) prior to the release of funds lest the project or activity be rendered ineligible for HOME funding.

It is anticipated that most acquisition and rehabilitation activities undertaken through the HOME Program will not be subject to the full NEPA environmental assessment due to qualification for categorical exclusion. However, most activities are expected to be subject to the statutory checklist of non-NEPA statutes. Projects that are exempt or categorically excluded are still required to maintain an Environmental Review Record containing all relevant environmental documentation. Developers should be aware that the non-NEPA checklist will trigger a more detailed review if the property is:

- Located within designated coastal barriers;
- Listed on, or eligible for, the National Register of Historic Places;
- Located within a special flood hazard area,;
- Located near hazardous industrial operations (handling fuels or explosive/flammable chemicals);
- Contaminated by toxic or radioactive materials; or,
- Located within airport clear and military accident potential zones

Applicants, project sponsors, owners, and property managers are responsible for assuring compliance HOME and other federal requirements. For more details see the ASNH program guidelines and HOME program specific guidance:

[Affordable and Special Needs Housing Program Guidelines](#)

[HOME Statute](#)

[HOME Cross Cutting Federal Regulations](#)

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HOME Match Requirement

All projects located in one of the following localities must include a local match equivalent to 25 percent of the ASNH requested amount. Please note local match must be resources administered and controlled by the local government. Documentation must be attached to application submission.

| HOME Entitlements and Consortiums – 25 percent Match Required | |
|--|---|
| Winchester Consortium – including: | Alexandria |
| Winchester | Chesapeake |
| Fredrick County | Danville |
| Page County | Hampton |
| Clarke County | Lynchburg |
| Warren County | Newport News |
| Shenandoah County | Norfolk |
| Charlottesville Consortium - including | Portsmouth |
| Charlottesville | Richmond |
| Albemarle County | Roanoke City |
| Fluvanna County | Virginia Beach |
| Greene County | Arlington County |
| Louisa County | Chesterfield County |
| Nelson County | Fairfax County -including |
| New River Consortium– including | Fairfax City |
| Radford | Falls Church |
| Giles County | Henrico County |
| Montgomery County | Prince William County –including |
| Pulaski County | Manassas |
| Blacksburg | Manassas Park |
| Christiansburg | Bristol City (member of Tennessee consortium) |
| Suffolk Consortium –including | |
| Suffolk | |
| Isle of Wight | |
| Franklin City | |
| Southampton | |

Narrative Questions

The following will require narrative responses in the CAMS application.

- Please note that CHDOs (Community Housing Development Organizations) receive scoring preference for ASNH funding. Does this applicant have current DHCD CHDO status? If so, please confirm that the most up-to-date CHDO qualification documents have been uploaded in CAMS in the applicant's organizational details.

If the applicant does not have current CHDO status with DHCD, does this applicant wish to claim status as a CHDO? If so, please confirm that the most up-to-date CHDO qualification documents have been uploaded in CAMS in the applicant's organizational details.

- Please provide a brief description of the project:
- Please describe the local need this project will address, be specific, using information collected through market studies, beneficiary interviews, and other resources. Cite references in the attachments where appropriate:
- Does this project require a local match? If yes, please note the source and current status of commitment. Please see application instructions for match requirements. Also note documentation of match source is required.
- Explain how the project will blend with the surrounding community and de concentrate poverty and minorities. (All applications must include the Site and Neighborhood Standards Review as an attachment to this application. **This form must be completed and signed by the local government official**):
- Describe any community and project based services (transportation, rent subsidy, shopping, job center, support services, etc...) to which resident will have access. Does the proposed location afford residents with access to jobs, transportation, and services they need? For any proposed services include a letter of commitment specifically detailing what will be provided:
- Describe the current condition of the property:
- The Uniform Relocation Act (URA) applies to all projects where development activities will result in permanent or temporary dislocation of households, businesses, farms, and/or nonprofits (URA form is a required attachment for all applications). Is this project's development activities result in any dislocations? **Please note that notices and surveys are required prior to the ASNH application for all dislocations.**

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- Describe the improvements to be made to the property:
- ASNH application can earn bonus points for green-building features. The highest bonus level is awarded for projects that will be Earthcraft, LEED, or otherwise certified. Will this project be Earthcraft or LEED certified? If the green-building certification is something other than Earthcraft or LEED, please specify.
- Explain current status of roads and infrastructure (including utilities):
- How will you assure this project will be completed in a timely manner?
- Describe the need for the HOME funds in this project:
- Describe the applicant's relationship to the limited partnership and/or partnership member:
- Please list the key partners on this project:
- The applicant must be the primary partner in the project that will be responsible for long-term operations and compliance. Describe the specific role the applicant will have in project development through the compliance period (if partners are involved please describe their role):
- Describe the applicant's development experience with this type of project:
- If the applicant has other projects currently in development, list and provide the status of these projects:

Rental specific questions:

- Describe the rental management team's experience managing similar projects:
- The ASNH standard for rental project assistance is permanent financing (three percent interest-only deferred principal loan over the full affordability period). If the requirements for this project are different please specify below. Project assistance requirements varying from the standard could impact overall scoring.

Homebuyer specific questions:

- For homebuyer projects, how will you assure that completed units will have ratified contracts within nine months of certification of occupancy (CO)?

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- If homebuyer development, what is the local median sales price for this type of housing and what is the overall housing market for the types of homes targeted for construction? Why is this price point and location suitable for this project?
- If homebuyer development, what incomes will the project target?
- If homebuyer development, explain how the HOME funds will be used to make this housing more affordable to the homebuyer?
- If homebuyer development, will down payment assistance be used in the units? If yes, what is the source of the assistance?
- If homebuyer development, is there an existing pipelines of homebuyers? If yes, please describe.
- If homebuyer, what is the source of the first mortgage?

Resources

[Affordable and Special Needs Housing Program Website](#)

[CAMS User Guide](#)

[A-87 Allowable Costs](#)

[Accessibility Notice: Section 504](#)

[Allocating Costs and Determining HOME-Assisted Units in Multi-family Projects](#)

[CHDO -Find out more about becoming a CHDO \(Community Housing Development Organization\)](#)

[HOME Rent Limits](#)

[HOME Income Limits](#)

[Using HOME funds for SRO housing](#)

[HOME Laws Subpart A](#)

[HOME per unit Subsidy Limits 221\(d\)\(3\)](#)